

Fall 2014 Student Reporting in Iowa (SRI)



IOWA DEPARTMENT OF EDUCATION
SEPTEMBER 2014

Process Overview



VRF to SRI to Certified Enrollment General Overview



- 1. Upload data into VRF Data Collector
- 2. Make necessary corrections in SIS and repeat process
- 3. Click 'Approve and Submit' to move data into SRI
- 4. View reports
- 5. Make necessary corrections in SIS and repeat process
- 6. Click 'Make Available to CE' to move data into Certified Enrollment
- 7. View reports
- 8. Make necessary corrections in SIS and repeat process
- 9. Click 'Certify'

Step by Step Guide to VRF Using Flat Files



- Educateiowa.gov > Data & Reporting > Data Reporting > Student Reporting in Iowa

The screenshot shows the Iowa Department of Education website. The top navigation bar includes links for Home, Adult, Career, and Community College, PK-12, Data & Reporting, Resources, and TeachIowa.gov. The main header features the Iowa Department of Education logo and a banner image of diverse students. Below the banner, the breadcrumb trail reads: Home » Data & Reporting » Data Reporting. The left sidebar contains a 'Data & Reporting' section with a link for 'Data Reporting'. The main content area is titled 'Student Reporting in Iowa' and includes a brief description of the initiative and a 'Contact(s)' button.

Fall 2014 Documents

[Checklist for Fall SRI and Certified Enrollment 2014](#)

[VRF Process for Student Reporting in Iowa using Flat Files 14-15](#)



Moving Data into Student Reporting in Iowa (SRI):

Once all fatal errors and critical warnings have been resolved, click *Approve & Submit*. This moves the data into SRI. It is in SRI that you are able to view reports of the data.

Approve & Submit ≠ Certification



The screenshot shows a web interface for the State of Iowa. At the top, there is a grey header with the text "State of Iowa". Below this, there is a yellow folder icon next to the title "2014-2015 Fall Student Reporting Collection". Underneath the title, it says "Collects Fall 2014-2015 Student Reporting in Iowa (SRI) data." A large orange box contains the following information:

- Submissions:** July 01, 2012 - December 31, 2013
- Expiration Date:** December 31, 2013 (in 494 days)
- Collection Request:** SRIFALL2012 Version 1.0
- Status:** Data Collection has finished validations today at 09:06:06 AM and is available for you to examine and approve.
- Validation Status:** [Validation Exceptions](#)
- Submission Number:** 1 (attempt 3)
- Actions:** [Start/Stop Collection](#), [Validate](#), [Examine](#), [Approve & Submit](#), [Cancel](#), [Add New Scheduled Collection](#)

The "Approve & Submit" link is circled in black.

It may take 20-30 minutes for the data to move into SRI.

Note: As your data is moved into SRI it will go through another level of validation checks.

Viewing Data in SRI



- To access Fall 2014 Student Reporting in Iowa in portal:
 - ✦ Log into Portal (www.portal.ed.iowa.gov)
 - ✦ Move cursor to EdInfo > Student Level Applications > Student Reporting in Iowa

The screenshot shows the Iowa Department of Education portal. The navigation menu includes: Home, Directory, EdLinks, ITC, EdInsight, EdSites, EdInfo, Pearson SIFWorks, and State ID. Under EdInfo, there is a list of options: Adequate Yearly Progress State, Career and Technical Education, Certified Enrollment/NP, Certified Supplementary Weighting, Collection Notes, EarlyChildhood, Fall Beds, Fall BEDS Staff, Modified Allowable Growth Application for Dr-State (with a sub-link 'ss sign in.'), SBRC Application, School Board Officers, Spring BEDS, and Student Level Applications. A red arrow points from the text 'Student Reporting in Iowa' in the instructions to the 'Student Reporting in Iowa' option in the Student Level Applications dropdown menu. Other options in the dropdown include Certified Enrollment (formerly PEACE), Dropout Report, Foster Care Claim, Graduation Verification, and Supplementary Weighting (Non-Fall).

****** DO NOT UNASSIGN THE PORTAL ROLE**
****** DO NOT REQUEST THE Iowa TIER ROLE**

**** Important Information about Email Addresses, A&A accounts, and Org

1. Please keep your email address associated with your A&A account up to date. Click on the "Sign In" tab found under the "A&A Account". Enter your Account ID and Password. Enter the email and confirm email, verify both emails match. Save and confirm. Failure to keep this information current may result in an inability to access your account.
2. Please note that you DO NOT need to create additional A&A accounts if you already have one. Update your A&A information, change your administrative organization, and re-verify your email.
3. Can't find your applications? Check your Organization drop-down menu in the top right corner. Make sure your administrative organization is set to a district but your applications are set up at a building.

If you have questions or need assistance, please contact ed.portal@iowa.gov or 515-725-2040.

The Enterprise A&A service will be used to sign you into the Iowa Education Portal (EdPortal). Move over "A&A Account" in the top right bar above the navigation menu. (If you do not have an A&A account, please review the online tutorials - see below).

EdPortal Online Training:

The “Home” page shows the status of the current application and all applications connected to the data.

The Fall 2014 SRI data feeds into Certified Enrollment.

The time stamps shows the last time data was loaded into various applications.

The screenshot shows the 'Student Reporting in Iowa' website interface. The 'HOME' button in the navigation menu is circled in red. Below the navigation menu, the text 'SRI Fall 2014' is displayed, followed by a search input field and a 'Go' button. A 'Click to Continue' button is centered below the search field. At the bottom, an 'Application Status' table is shown with the following data:

Application	Submitted	Certified
SRI	Sep 12 2014 12:28PM	NA
Certified Enrollment	Not Submitted from SRI	Not Certified



SRI Fall 2014

Error(E) / Warning(W) Details

- E : Same Section Reported with Different Section Start Indicator in Fall and Spring
- E : Students reported as active in the Fall data, but not represented in the Winter data
- E : Active in Fall Now Exited Before Count Day
- E : Not in the Fall Now Entered Before Count Day

The “Home” page in SRI also shows any error messages resulting from the Level 2 validation checks.

Click on *E/W Details* to see building and student level details.

All errors (E:) must be resolved prior to moving data into Certified Enrollment.

Corrections must be made in SIS and new file(s) upload.

Sample of Errors Preventing Certification in SRI



- Students active in Spring but not reported in Fall
- Building with no Free and Reduced Lunch
- Building with no Instructional IEP
- No Section FTE > 0.000
- Student Enrolled in more than 1 Section of CCN where Section FTE > 0.000
- Within District Duplicate students
- Updated Contact Information Not Provided

Verify accuracy of data by clicking the tabs in the menu to view reports within each category.

HOME **ENROLLMENT** PROGRAMS/INDICATORS PK/KG REMOVALS COURSES CE/SW PRE-POPULATED E/W DATA

SRI Fall 2014

Enrollment Status

All Buildings ▼

Note: Active Student refers to Status as of Count Day(Oct1, 2014)

Reports	Description	Fall 2013	Fall 2014
ALL Students	ALL Students	2960	3020
BEDS Enrollment	Active Students with Entry Codes of 1, 2, 3, 4, 5, 10, 11, 15, 17, 19, 81. Grade Level PK-12	2706	2758
CPI (Dual Enrolled/HSAP)	Active Students with Entry Codes of 6, 7, 9, 12, 13, 14, 21, 22, 23, 27, 28, 29	11	19
CPI Dual Enrollment	Active Students with Entry Codes '6', '9', '12', '13', '21', '22', '27', '28'		19
Entry Type	Active Students with BEDS Enrollment. Grade Level PK-12		2758
IEP Level	Students with IEP='3' and EntryCode =4'		
Resident County	Active Students by Resident County		2878
Resident District	Active Students by Resident District		2878
Service Provider/Facility	Active Students and Service Provider is not NULL		1
Students Not Eligible for Funding	Active Students with Entry Codes of 3, 10, 11, 15, 17, 30, 81, 82. EntryCodes of 6, 12, 21, 27 with CPIDualEnroll of 4		10

Click on a report name to see breakdown of students by indicator.

Reports	Description	Spring 14
21st Century	BEDS Enrollment, 21st Century is Yes(1)	0
At Risk	BEDS Enrollment, At Risk of 1 or 2	2356
Coordinated Early Intervening Services	BEDS Enrollment, Early Intervening Services 1, 2, or 3	68
ELL Status	BEDS Enrollment, Active Students with ELL Status is 1, 2, 3, or 4	1846
Foster Care	BEDS Enrollment Active Students with Foster Care = '1' or '2'	36

Programs/Indicators

All Buildings

BEDS Enrollment, At Risk of 1 or 2

[Back](#)

At Risk	
(1) Yes and in a Program Funded by Allowable Growth	2356
(2) Yes but not in a Program Funded by Allowable Growth	0
(0) No	18200

Click on count to see list of students.

Note: If more than 500 students in list, you will be asked to download to Excel

Click on count to see breakdown by building by grade.

Reports	Description	Spring 14
21st Century	BEDS Enrollment, 21st Century is Yes(1)	0
At Risk	BEDS Enrollment, At Risk of 1 or 2	2356
Coordinated Early Intervening Services	BEDS Enrollment, Early Intervening Services 1, 2, or 3	68
ELL Status	BEDS Enrollment, Active Students with ELL Status is 1, 2, 3, or 4	1846
Foster Care	BEDS Enrollment Active Students with Foster Care = '1' or '2'	36

Programs/Indicators

ELL Status

BEDS Enrollment, Active Students with ELL Status is 1, 2, 3, or 4

[Back](#)

School	PKIEP	PK3	PK4	PK5	KG	1	2	3	4	5	6	7	8	9	10	11	12	Total
istrict (0000)																		
															86	92	56	234
3)														2	10	6	6	34
														120				120
0218)												60	40					100
36)												50	36					86
					40	38	40	38	40	36	38							270

Click on any number to see breakdown by race/ethnicity

Important Reports for Fall



ALL REPORTS SHOULD BE REVIEWED FOR ACCURACY. HOWEVER, THOSE REPORTS SHOWING DATA ELEMENTS FEEDING INTO CERTIFIED ENROLLMENT OR SUPPLEMENTAL WEIGHTING ARE CRITICAL FOR FUNDING.

ENROLLMENT – Students must be reported with the correct entry code, resident district, and resident county for Certified Enrollment.

All reports listed below allow you to drill down to student level data in the various categories.

HOME **ENROLLMENT** PROGRAMS/INDICATORS PK/KG REMOVALS COURSES CE/SW PRE-POPULATED E/W DETA

SRI Fall 2014

Enrollment Status

All Buildings ▼

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Reports	Description	Fall 2013	Fall 2014
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CPI Dual Enrollment	Active Students with Entry Codes '6', '9', '12', '13', '21', '22', '27', '28'		19
Entry Type	Active Students with BEDS Enrollment. Grade Level PK-12		2758
IEP Level	Students with IEP='3' and EntryCode ='4'		
Resident County	Active Students by Resident County		2878
Resident District	Active Students by Resident District		2878
Service Provider/Facility	Active Students and Service Provider is not NULL		1
Students Not Eligible for Funding	Active Students with Entry Codes of 3, 10, 11, 15, 17, 30, 81, 82. EntryCodes of 6, 12, 21, 27 with CPIDualEnroll of 4		10

PROGRAMS/INDICATORS – ELL Status, Foster Care, and IEP may impact funding.

All elements should be checked as these data elements may be used for other state and federal reporting.



SRI Fall 2014

Programs/Indicators

All Buildings

Note: Active Student refers to Status as of Count Day(Oct1, 2014)

Reports	Description	Fall 2013	Fall 2014
At Risk	BEDS Enrollment, All Students with At Risk of 1 or 2	470	419
ELL Status	BEDS Enrollment, Active Students with ELL Status is 1, 2, 3, or 4	18	23
Foster Care	BEDS Enrollment, Active Students with Foster Care = '1' or '2'	5	7
Free Lunch	BEDS Enrollment, Active Students with Free Lunch is Yes(1)	383	446
Gifted/Talented	BEDS Enrollment, Active Students with Gifted/Talented is Yes(1)	142	125
IEP	BEDS Enrollment, Active Students with IEP of 3 or 4	342	319
Immigrant	BEDS Enrollment, Active Students with Immigrant is Yes(1)	0	0
Migrant	BEDS Enrollment, Active Students with Migrant of 1 or 2	0	0
Reduced Lunch	BEDS Enrollment, Active Students with Reduced Lunch is Yes(1)	90	105
Section 504	BEDS Enrollment, Active Students with Section 504 is Yes(1)	34	32
Title I School Choice	BEDS Enrollment, Title I School Choice is 1,2, 3, or 4	0	0
Title I Supplemental Services	BEDS Enrollment, Title I Supplemental Services is 1, 2, 3	0	0
Title I Targeted Math	BEDS Enrollment, Title I Targeted Math is Yes(1)	0	0
Title I Targeted Reading	BEDS Enrollment, Title I Targeted Reading is Yes(1)	86	0

PK/KG – 4 yr old, non-instructional IEP students attending a Statewide Voluntary Preschool Program for 10+ hours a week are eligible to be funded.

Two reports are available to view lists of students by PK funding source and program type.

HOME ENROLLMENT PROGRAMS/INDICATORS **PK/KG** REMOVALS COURSES CE/SW PRE-POPULATED E/W DETAILS

SRI Fall 2014

PK/KG

All Buildings

Reports	Description	Fall 2013	Fall 2014
Kindergarten Literacy Assessment	BEDS Enrollment, Grade=K and Kindergarten Literacy Assesment=1, 2, 3, 5, 6, 8, 9, 10, 11, 12, or 13	197	0
Preschool Attendance	BEDS Enrollment, Grade=K and Preschool Attendance is 2, or 3	0	177
PreSchool Funding	PreSchool Funding : Active, Grade Level PK4, Entry Codes of 1, 2, 3, 4, 15, 19, 81.		
Preschool Program Type	Preschool and Pre-Kindergarten Summary		

COURSES – All courses for which supplementary weighting is being requested must have a section FTE > 0.00.

The Potential Supplementary Weighted Courses report shows a list of all courses for which a Section FTE has been entered.

HOME | ENROLLMENT | PROGRAMS/INDICATORS | PK/KG | REMOVALS | **COURSES** | CE/SW | PRE-POPULATED | E/W DETAILS

SRI Fall 2014

Courses All Buildings

Reports	Description
Students with No Courses	Students with No Courses
Potential Supplementary Weighted Courses	Courses with Section FTE Greater than 0.000
Courses with No Active Students	Courses with No Active Students
Course Origination	Course Origination

CE/SW – These reports show a preview of Certified Enrollment and Supplementary Weighting.

OME ENROLLMENT PROGRAMS/INDICATORS PK/KG REMOVALS COURSES **CE/SW** PRE-POPULATED E/W DET

SRI Fall 2014

Certified Enrollment

Supplementary Weighting

CE/SW		
Reports	Description	Fall 2014
Resident Students: Non-CPI/Nonpublic	Students with Entry Codes of '1' or '19' and Students with Exit Codes of '5','9','29' Receiving Educational Services	2500
Non-Resident Students: Non-CPI/Nonpublic	Students with Entry Codes of '2','4' or '5' and Students with Exit Codes of '5','9','29' Receiving Educational Services. These Students will populate their respective resident districts CE	129
CPI and Nonpublic Students	Students with Entry Codes of '6' thru 9, 12 thru 14, 21 thru 23, 27 thru 29. Grade Levels K-12	19
SWVPP	District is recipient of statewide PK4 Voluntary PreSchool Program Funds. Preschool Program Type= 3. Grade level PK. Age is 4 on 09/15/13. IEP= 0 or 4. Preschool Program Hours greater than or equal to 10. Funded by SWVPP='1'.	120
ELL	Active Students with ELL Status = 1 and not exceeded years of eligible funding (based on previous years data). Entry Code of '1', 2, 8 and Entry Code of '6', '9', '12', '14', '19','21', '23', '27', '29' with CPIDualEnroll IN '1', '3'. Grade K- 12 Or PKIEP	0
CPI and Nonpublic Courses	Students with Entry Codes of '6', '8', '9', '12', '14', '21', '23', '27' or '29'. Grade Level 9-12 with Course Records(including PSEOs)	
Fall start Concurrent Enrollment Courses	Includes Students with Entry Code 1, 6, 8, 9, 12, 14, 15, 19, 21, 23, 27, 29(for your district) and 2, 4, 5, 18, 16(for resident district) Grade level 9-12 in courses with origination of '3' or '9'. Section FTE > 0.000 and Section start Indicator is Fall.	
Fall start ICN Courses	Includes Students with Entry Code 1, 6, 8, 9, 12, 14, 15, 19, 21, 23, 27, 29(for your district) and 2, 4, 5, 16, 18(for resident district) Section Delivery Method = '3'. Section FTE > 0.000 and Section start Indicator is Fall.	
Fall start Regional Academy Courses	Includes Students with Entry Code 1, 6, 8, 9, 12, 14, 15, 19, 21, 23, 27, 29(for your district) and 18 (for resident district). Grade level 9-12 in courses with origination of '10' . Section FTE > 0.000 and Section start Indicator is Fall.	
Whole Grade Sharing	Includes Active, Expelled, ILL or Exclusion Continuing from Previous Year Students with Entry Code 5(for resident district). Grade level KG-12.	
Fall start Courses with Public Shared Time Students Enrolled	Includes Students with Entry Code 16(for your district).Grade level KG-12 in courses with origination of '1', '8', '10'. Section FTE > 0.000 and Section start Indicator is Fall.	
Courses Taught by Non-District Teacher	Includes Students with Entry Code 1, 6, 8, 9, 12, 14, 15, 19, 21, 23, 27, 29(for your district) and 18, 16(for resident district) Grade level KG-12 in courses with origination of '11'. Section FTE > 0.000 and Section start Indicator is Fall.	

District Contacts



- Review District Contacts and make necessary changes.
- Email lists are generated using these contacts.
- When we have a question, who is the first person we should contact? Usually not same person in all categories.



Contact Us Margie Hanson 515-281-3214 Rachel Kruse 515-281-4153 Gary Kirchoff 515-281-6278	District Contacts Edit	Follow Us  TWITTER	Certification Status View
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To move data into Certified Enrollment, click 'Click to Continue'

SRI Student Reporting in Iowa

HOME ENROLLMENT PROGRAMS/INDICATORS PK/KG REMOVALS COURSES CE/SW PRE-POPULATED E/W DETAILS

SRI Fall 2014 Go

Click to Continue

Application Status

Application	Submitted	Certified
SRI	Sep 12 2014 12:28PM	NA
Certified Enrollment	Not Submitted from SRI	Not Certified

TIP



It is recommended to move your data to Certified Enrollment as soon as all Level 2 validation errors have been corrected.

REMINDER



If an error is found in SRI or in Certified Enrollment, the correction must be made in the SIS and a new file(S) uploaded.

TIP



When uploading a new file after having moved data into SRI, click *Start Collection*. This has moved to the third item under Actions.

Validation Status: [Validation Exceptions](#)
Submission Status: Processing Completed (yesterday at 07:28:03 PM)
Submission Number: 17 (attempt 1)
Actions: [View Submission Results](#)
 [Examine](#)
 → [Start Collection](#)
 [Add New Scheduled Collection](#)

Fall Timeline



- Test site is currently open
- Sept. 26 – VRF and Certified Enrollment test site closes
- Oct. 1 – VRF and Certified Enrollment production site opens
 - Oct. 8 – SRI data should be moved into CE
 - Oct. 8-14 – ongoing communication between districts to clean up issues (open enrollment, tuition, duplicate students, etc.)
- Oct. 15 Certified Enrollment Deadline

Questions??????????



- Margaret Hanson
 - 515-281-3214
- Rachel Kruse
 - 515-281-4153
- Gary Kirchhoff
 - 515-281-6278